

## Message Text

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APPROVED BY S/S:W.LUERS

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FM SECSTATE WASHDC

TO AMEMBASSY BRUSSELS IMMEDIATE

C O N F I D E N T I A L STATE 136233

EXDIS

TOSEC 005

FOLLOWING SENT SECSTATE WASHDC FROM LONDON 25 JUN 74:

QUOTE C O N F I D E N T I A L LONDON 07945

EXDIS

E.O. 11652: GDS

TAGS: OVIP (KISSINGER, HENRY K.)

SUBJECT: SECVISIT LONDON - ADMINISTRATIVE ARRANGEMENTS

REF: STATE 133517, 129999

### 1. PARTICIPATION

WE LOOK FORWARD TO THE ARRIVAL OF THE SECRETARY AND PARTY ABOARD SPECIAL MILITARY AIRCRAFT LATE EVENING JULY 7. OUR SUPPORT PLANS ARE BUILT AROUND THE ASSUMPTION THAT SECRETARY WILL REMAIN IN LONDON JULY 8 AND DEPART THE MORNING OF JULY 9 FOR MADRID.

### 2. CUSTOMS, HEALTH AND IMMIGRATION

THE SECRETARY'S SPECIAL AIRCRAFT WILL BE PARKED AT THE QUEEN'S LOUNGE. SPECIAL CUSTOMS, IMMIGRATION, AND HEALTH

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OFFICIALS WILL BE AVAILABLE TO PROVIDE BULK CLEARANCE PROCEDURES FOR ALL MEMBERS OF THE PARTY AND AIRCRAFT CREW. VISAS ARE NOT REQUIRED FOR ENTRY TO U.K. IT IS

NOT EXPECTED THAT PASSPORTS NEED BE PRESENTED FOR INSPECTION. ALL MEMBERS OF THE PARTY CAN MOVE FROM AIRCRAFT DIRECT TO ASSIGNED VEHICLES FOR DIRECT TRAVEL TO HOTEL.

### 3. SECURITY

(A) THE SECRETARY'S PROTECTIVE SECURITY PROGRAM WILL BE LEFT TO THE US SECRET SERVICE. WE SHALL PROVIDE NECESSARY ASSISTANCE.

(B) THE EMBASSY'S SECURITY STAFF WILL HANDLE ALL CLASSIFIED MATERIALS INCLUDING TRANSFER. OF SENSITIVE DOCUMENTS AND BRIEFCASES FROM PLANESIDE TO HOTEL AND PROVIDE SECURE AREAS IN THE HOTEL TO FACILITATE OPEN STORAGE WORKING CONDITIONS.

### 4. ACCOMMODATIONS

THE SECRETARY AND HIS ENTIRE PARTY WILL BE QUARTERED IN CLARIDGE'S HOTEL LOCATED TWO BLOCKS FROM THE CHANCERY IN CENTRAL LONDON. ONE SUITE, TEN DOUBLES, AND 39 SINGLE ROOMS, ALL WITH PRIVATE BATH, HAVE BEEN RESERVED. SPECIFIC ROOM ASSIGNMENTS WILL BE MADE AS SOON AS THE PASSENGER LIST IS IN HAND. THE TEN DOUBLES WILL BE ARRANGED, AS REQUESTED, TO PROVIDE OFFICE ACCOMMODATIONS FOR THE PERSONNEL LISTED IN 4(1) THROUGH (10).

(A) REQUIREMENTS FOR SECRETARY AND IMMEDIATE STAFF

(1) THE SECRETARY'S SUITE WILL BE THE SAME SUITE THAT HE HAS OCCUPIED ON PREVIOUS VISITS. IT IS ADEQUATE FOR DINNERS OR MEETINGS FOR 8 TO 10 PERSONS.

(2) SPECIAL ASSISTANTS' BEDROOMS WILL BE ADJACENT TO THE SECRETARY'S SUITE.

(3) SPECIAL ASSISTANTS' OFFICE WILL BE SET AS SPECIFIED WITH REQUIRED EQUIPMENT, FURNISHINGS, AND SUPPLIES. THE PRESCRIBED TELEPHONE NETWORK WITH SPECIAL BUZZERS AND RINGING ARRANGEMENTS WILL BE IN OPERATION.

(4) THE HOLDING ROOM WILL BE LOCATED ON THE SAME  
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FLOOR BUT AN APPROPRIATE DISTANCE FROM THE SECRETARY'S ROOM.

(5) THE USSS COMMAND POST, AS ON PREVIOUS OCCASIONS, WILL BE DIRECTLY ACROSS THE HALL FROM THE SECRETARY'S SUITE. A LAND LINE TELEPHONE CONNECTION WILL LINK USSS COMMAND POST AS WELL AS THE SPECIAL ASSISTANTS' AND S/S OFFICES TO THE SPECIAL AIRCRAFT.

B. OTHER OFFICE REQUIREMENTS.

(1) STAFF OFFICE FOR SENIOR OFFICIALS WILL BE SET AS

INSTRUCTED. TWO TEAMS OF TWO EACH TOP SECRET CLEARED SECRETARIES WILL BE AVAILABLE FOR 16 HOURS AND TWO OTHER SECRETARIES WILL BE ON CALL THE REMAINING 8 HOURS.

(2) S/S OFFICE

ALL OFFICE EQUIPMENT, TELEPHONES, SUPPLIES, REPRODUCTION EQUIPMENT, TYPEWRITERS AND MISCELLANEOUS INFORMATION BOOKS AND PAMPHLETS WILL BE ON HAND AND OPERATIONAL UPON ARRIVAL.

(3) VISITORS CONTROL ROOM.

TWO DOUBLE CONNECTING ROOMS WILL BE SET UP AS DIRECTED. AVAILABLE WILL BE ACCOMMODATION EXCHANGE, MAPS AND GENERAL INFORMATION, PRESCRIBED FURNITURE AND OFFICE EQUIPMENT AND BULLETIN BOARD. CIGARETTES AND SUNDRY ITEMS WILL BE AVAILABLE FORSALE. NO BAR PLANNED. THE CONTROL ROOM WILL BE SUPERVISED BY MISS JOAN AUTEN.

(4) PRESS ROOM.

ALL MEMBERS OF THE PRESS WILL BE HOUSED IN SINGLE ROOMS ON A SEPARATE FLOOR AT CLARIDGE'S. PAO AND HIS INFORMATION AND PRESS STAFF ARE MAKING ARRANGEMENTS FOR RAPID ACCESS TO TELEPHONE AND BROADCAST FACILITIES. OTHERWISE, WIRELESS FILE AND OTHER MAJMP NEWSPAPERS WILL BE PROVIDED. IN DEVELOPING SCHEDULES EVERY EFFORT WILL BE MADE TO ALLOW NEWSMEN AMPLE TIME FOR WRITING AND FILING. USIS INFORMATION OFFICE JACK CANNON WILL BE AVAILABLE DURING ENTIRE PROGRAM TO SUPPORT SECRETARY'S PRESS SPOKESMAN.

C. THE STAFF OFFICE, S/S OFFICE, PRESS ROOM, AND  
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VISITORS CONTROL ROOM ARE ON THE SAME FLOOR, BUT AN APPROPRIATE DISTANCE FROM THE SECRETARY'S SUITE.

D. TWO SECURE AREAS WILL BE MAINTAINED, ONE ENCOMPASSING SPECIAL ASSISTANTS' OFFICE AND THE SECOND THE STAFF AND S/S OFFICES.

(1) 24-HOUR MARINE GUARD COVERAGE IS PLANNED TO PERMIT OPEN STORAGE CLASSIFIED MATERIAL.

(2) POST HOPEFUL THAT PENDING MARINE GUARD ASSIGNMENTS WILL BRING COMPLEMENT UP TO FULL STRENGTH IN WHICH CASE WE CAN HANDLE SECURITY REQUIREMENTS WITHOUT ADDITIONAL HELP. ON A DATE SOMEWHAT CLOSER TO SECRETARY'S ARRIVAL THIS SITUATION WILL BE REEVALUATED AND, IF NECESSARY, TDY OF ADDITIONAL MSGS WILL BE REQUESTED.

E. ROOM ASSIGNMENTS WILL BE MADE AND RELAYED TO S/S-EX AS SOON AS PASSENGER LIST RECEIVED. PRE-REGISTRA-

TION WILL BE ARRANGED.

F. KEYS TO ALL ROOMS WILL BE CONTROLLED IN THE VISITORS CONTROL ROOM.

G. THE OFFICE OF THE DEFENSE ATTACHE WILL OVERSEE ALL HOUSING AND SUPPORT ARRANGEMENTS FOR AIR FORCE CREW.

5. GROUND TRANSPORTATION

A. INDIVIDUALLY ASSIGNED CARS ON 24-HOUR BASIS WILL BE AVAILABLE.

(1) 7-PASSENGER CADILLAC LIMOUSINE FOR SECRETARY WITH SECURITY-CLEARED CHAUFFEUR.

(2) ONE VEHICLE WITH DRIVER FOR SECRETARY'S SPECIAL ASSISTANTS.

(3) ONE VEHICLE WITH DRIVER FOR S/S STAFF.

(4) ONE VEHICLE WITH DRIVER FOR DEPARTMENT PRESS SPOKESMAN.

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(5) TWO VEHICLES WITH DRIVERS FOR USSS AGENTS.

(6) ONE VEHICLE FOR WHCA PERSONNEL.

(7) NO VEHICLES ARE BEING ASSIGNED TO MESSENGER/ COURIERS. THIS SERVICE WILL BE PERFORMED BY MARINE GUARDS WHO FIND IT MORE CONVENIENT TO WALK THE TWO BLOCKS BETWEEN CLARIDGE'S HOTEL AND THE CHANCERY.

(8) SPECIAL VEHICLES FOR MEMBERS OF THE PARTY HAVING ASSISTANT SECRETARY OR HIGHER RANK WILL BE MADE AS NECESSARY.

B. ASSIGNED VEHICLES WILL BE RESERVED FOR THE EXCLUSIVE USE OF THE INDIVIDUALS CONCERNED.

C. THE HOST GOVERNMENT IS EXPECTED TO PROVIDE ONE, PERHAPS TWO, SECURITY VEHICLES MANNED BY BRITISH SECURITY AGENTS TO WORK WITH THE SECRETARY'S USSS TEAM.

D. CAR ASSIGNMENTS BY NUMBER AND WITH THE NAMES OF THE ESCORT OFFICERS WHERE NEEDED WILL BE REPORTED IN SEPTEL AS SOON AS THE MAKEUP OF THE PARTY IS KNOWN AND THE SCENARIO IS FIRM.

6. BAGGAGE.

A. SECRETARY'S BAGGAGE. ARRANGEMENTS WILL BE

CARRIED OUT AS DICTATED BY THE USSS TEAM.

B. OTHER BAGGAGE.

(1) COVERED PANEL TRUCK WILL TRANSPORT THE BAGGAGE OF ALL MEMBERS OF THE PARTY, EXCEPT THE SECRETARY, FROM THE AIRPORT TO THE HOTEL. RACK WILL BE AVAILABLE TO ACCOMMODATE DRESS AND SUIT BAGS.

(2) BAGGAGE WILL BE UNDER THE SUPERVISION OF MARINE GUARD SUPPORTED BY SECURITY-CLEARED LOCAL BRITISH EMPLOYEES. UPON ARRIVAL AT HOTEL ALL BAGS WILL BE DELIVERED TO PRE-ASSIGNED ROOMS. CLASSIFIED BRIEFCASES WILL BE HELD IN THE S/S OFFICE.

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7. COMMUNICATIONS.

A. FIFTEEN TIE LINES WILL LINK THE SECRETARY'S SUITE AND ALL OFFICES AND CONTROL ROOMS AT CLARIDGE'S HOTEL WITH EMBASSY SWITCHBOARD. IN TURN, THE EMBASSY SWITCHBOARD, WHICH OPERATES ROUND THE CLOCK, IS LINKED BY TWO COMMERCIAL AND TWO MILITARY TIE LINES TO THE FEDERAL TELEPHONE SYSTEM AT WASHINGTON, D.C., AND BY DIRECT TIE LINES TO BRUSSELS, BONN, PARIS, GENEVA, MADRID AND ROME. THE TWO MILITARY TIE LINES WILL BE UPGRADED TO FLASH WITH PRECEDENCE OVERRIDE AUTHORITY FOR THE SECRETARY'S CONVENIENCE.

B. SUCH ADDITIONAL S/S REQUIREMENTS AS MAY BE SET FORTH IN SEPTTEL WILL BE COMPLIED WITH.

C. LONDON OPERATES ITS TELEGRAPHIC FACILITIES ON 24-HOUR BASIS. ADDITIONAL COMMUNICATORS WILL BE AVAILABLE TO INSURE RAPID HANDLING OF HIGH PRECEDENCE TRAFFIC. AT THIS JUNCTURE WE DO NOT FORESEE ANY NEED FOR TDY SPECIAL COMMUNICATORS.

D. MARINE GUARDS WILL PROVIDE HOURLY, AND/OR AD HOC MESSENGER/COURIER SERVICES BETWEEN HOTEL AND CHANCERY THROUGHOUT VISIT.

8. FUNDING.

DETAILED FUNDING INSTRUCTIONS HAVE BEEN RECEIVED IN STATE 130930 AND ARE UNDERSTOOD.

9. GIFTS.

NO EXCHANGE OF GIFTS IS BELIEVED NECESSARY.

10. MISCELLANEOUS

A. THE PERIOD JULY 7 THROUGH 9 IS EXPECTED TO BE A NORMAL ONE IN LONDON. ALL COMMUNITY SERVICES WILL BE

FUNCTIONING. NO STRIKES OR OTHER INCONVENIENCES ARE FORESEEN.

B. NO SPECIAL HEALTH PRECAUTIONS ARE NECESSARY. INDIVIDUALS REQUIRING MEDICAL ASSISTANCE MAY CALL UPON U.S. NAVY DOCTORS WHO OPERATE DISPENSARY IN EMBASSY  
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CHANCERY.

C. THE LOCAL CURRENT IS 220 VOLTS, 50 CYCLES. CLARIDGE'S HOTEL HAS ELECTRIC CONVERTER INSTALLATIONS IN BATHROOMS WHICH PERMIT USE OF 110 VOLT, 60 CYCLE SHAVERS. A STEP-DOWN 220/110 TRANSFORMER IS REQUIRED FOR HAIR DRYERS AND SIX SUCH DEVICES WILL BE AVAILABLE IN THE CONTROL ROOM.

D. LONDON WEATHER EXPECTED TO BE AGREEABLE. DAYTIME TEMPERATURES FOR MOST PART IN 60S, POSSIBLY LOW 70S. EVENING TEMPERATURES CAN DROP TO 50S. POSSIBILITY OF RAIN ALWAYS PRESENT. LIGHT WEIGHT CLOTHING GENERALLY SUITABLE BUT ADVISABLE TO HAVE LIGHT COAT (PERHAPS RAIN-COAT) AND SWEATER.

E. DEPARTMENT CONTACT OFFICER. WE LOOK FORWARD TO WORKING WITH TRIP PROJECT OFFICER JAMES MORAN AND WITH THE SECRETARIAT TEAM.

LONDON CONTROL OFFICER FOR SUBSTANTIVE AFFAIRS IS POLITICAL COUNSELOR ALAN JAMES, AND FOR ADMINISTRATIVE AFFAIRS, ADMINISTRATIVE COUNSELOR WILLIAM CALDERHEAD. BOTH MAY BE REACHED THROUGH EMBASSY SWITCHBOARD 24 HOURS A DAY.

ADDITIONALLY, FSO JOHN RILEY HAS BEEN DESIGNATED AS SPECIAL ESCORT OFFICER FOR S/S TEAM. HE WILL MEET TEAM ON ARRIVAL AND BE AVAILABLE THROUGHOUT VISIT. HE MAY BE REACHED 24 HOURS A DAY THROUGH EMBASSY SWITCHBOARD.  
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